



REQUEST CONTROL NUMBER (Records Mgmt. Use Only)

Department	Division or Unit		Date
Address	City	State	Zip Code
Name	Title	Telephone Number	

DISPOSAL VOLUME - ESTIMATE, AND ENTER BELOW, THE VOLUME IN LINEAR INCHES TO BE DISPOSED OF FOR EACH RECORD							
SIZE OF RECORDS	LETTER SIZE 8 1/2 x 11 inches	LEGAL SIZE 8 1/2 x 14 inches	Size x	Size x	Size x	MICROFICHE 5 3/4 x 4 inches	ROLL MICROFILM Number of rolls
LINEAR INCHES							

Type of Disposal ☐ Initial Disposal/Transfer ☐ One-time Disposal/Transfer ☐ Early Disposal/Transfer

[illegible]

Goldenrod - Records Mgmt.

Page \_\_\_\_\_ of \_\_\_\_\_

[illegible]

White - Records Mgmt.

Canary - State Archives

Pink - Agency Keeps After Records Mgmt. Approval

Goldenrod - Records Mgmt.